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ABSTRACT

The official certification requirements for teachers and other school personnel in the state of Arizona are presented. (JD)

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STATE BOARD OF EDUCATION

RULES AND REGULATIONS

R7-2-601 General Certification Provisions

R7-2-602 Teacher Intern Policy

R7-2-603 Teacher Certificate Requirements

SP014925

Arizona Department of Education
Teacher Certification Services
1535 West Jefferson
Phoenix, Arizona 85007

February, 1979

R7-2-601 GENERAL CERTIFICATION PROVISIONS

A. Certificates secured in other states are not transferable to this state. All certificates issued in Arizona shall be based on the preparation of the applicant and not on any certificate held from any other state.

B. The State Board of Education shall biennially in even-numbered years review and approve the teacher certification programs of all Arizona universities and colleges, which request teacher education program approval. Those universities and colleges with approved programs may provide their teacher education program graduates with an Institutional Recommendation form for issuance of the appropriate Arizona certification.

C. All other applicants will have credentials evaluated to determine eligibility for Arizona certification on the basis of standards established by the Board.

D. Complete, official transcripts, a notorized application for certification, and the appropriate fee(s) are required for an official evaluation. Course descriptions, letters verifying employment and other documents may be required to complete evaluations.

E. Evaluations will be honored for two years from the date of the evaluation. Requirements must be satisfied and a certificate issued prior to the expiration of the evaluation, or the applicant will be subject to rules in effect at the time of reapplication.

F. All coursework and examinations required for certification must show a passing grade or credit received.

G. An accredited institution shall be one which is listed as accredited in the current American Association of Collegiate Registrars and Admissions Officers Report.

H. Graduates of unaccredited institutions who have completed ten semester hours of upper division or graduate credit from an accredited institution and who meet all other board requirements, may be issued a six-year certificate on a one-year basis, contingent upon their completing within that year an additional five semester hours of acceptable upper division or graduate credit from an accredited institution. The certificate shall then be extended for the balance of the six-year period.

I. Certificates may be issued on a one-year basis for those who have the following course deficiencies: Arizona Constitution, United States Constitution, reading decoding skills and reading practicum including decoding skills. Other deficiencies may be allowed for up to a 12-month period at the discretion of the Director of Certification.

J. Secondary school teaching field or subject assignments are the responsibility of the employing district board in accordance with current North Central Association Colleges and Schools guidelines. Only thirty semester hour majors will be identified on secondary teaching certificates.

K. Teacher aide, postsecondary or prekindergarten experience will not be accepted as teaching credit for Arizona public school certification.

L. Teachers of homebound students shall hold the same level of certificate that is required of a classroom teacher, elementary or secondary.

M. All certificates will expire on July 1 of a given year. A certificate may be reinstated within four years after it expires. An expired certificate may be reinstated with five semester hours of credit, and the certificate then will be valid for six years from the expiration date.

N. Those persons who hold certificates which have been expired more than four years must reapply for certification under the requirements in force at the time of reapplication.

O. Renewal of Basic and Standard certificates.
   1. Basic and Standard certificates may be renewed for six years upon evidence of continuous satisfactory teaching, other appropriate educational employment, approved leave granted by a school board during the last valid period of the certificate, or an additional five semester hours of coursework from a nationally or regionally accredited institution.
   2. Length of Service Renewal. Teachers who have reached their fifty-fifth birthday may renew their certificates without additional credit upon verification of their teaching an aggregate of twenty years, fifteen of which must have been in Arizona. One renewal of six years may be granted under this provision.
   3. Foreign Travel Renewal. Certificates may also be renewed on the basis of foreign travel.
      Requirements are:
      a. Approval of a proposed itinerary and thesis topic by the Director of Certification not less than thirty days prior to the beginning of travel.
      b. Thirty days must be spent outside the continental limits of the United States.
      c. Typewritten thesis indicating the educational and cultural value of the travel must be presented to the Director of Certification no later than thirty days after completion of the travel.

P. A Provisional Vocational Certificate may be renewed for an additional one-year period upon completion of five semester hours of coursework toward the Basic Vocational Certificate in the same vocational area.

Q. An Arizona certificate may be dated for the subsequent school year if it has not been used in Arizona, and if the requirements under which it was issued have not been changed. Existing deficiencies will be carried forward to be removed during the new valid period of the certificate.

R. All Temporary certificates issued prior to July 1, 1974 shall not be affected by the establishment of the Basic certificate, but shall automatically, upon application at the expiration date, become Basic certificates.

S. Teachers holding valid elementary, secondary, or special education teaching certificates and continuing to maintain these certificates will not be subject to the general education requirements.

T. Elementary teachers holding valid elementary teaching certificates and continuing to maintain these certificates will not be subject to the Basic certificate requirements for special education certificates.

U. Teachers holding Arizona temporary elementary, secondary, or special education certificates may apply for a Basic certificate of like kind on or after January 1 of the year of expiration of the temporary certificate.

V. Teachers holding temporary or basic elementary, secondary, or special education certificates may apply for a Standard certificate of like kind upon completion of a Master's degree or thirty semester hours of coursework beyond the Bachelor's degree.

W. All teachers' certificates issued by the State Board of Education prior to the effective date of Rules R7-2-601, R7-2-602, and R7-2-603 are deemed issued in conformance with these Rules.

X. Applicants who have been convicted of a felony will not be considered for certification until two years after said conviction.
   1. The State Board shall review applicants whose felony convictions occurred more than two years prior to application.
   2. The State Board shall review applicants convicted of a misdemeanor involving dangerous drugs or moral turpitude within two years prior to application.
   3. The Director of Certification shall review all other applicants convicted of a felony or misdemeanor.
   4. Criteria which shall be used to determine the qualification of applicants with convictions will consist of, but not be limited to, the following:
      a. Nature of the crime.
      b. Acts constituting moral turpitude.
      c. Remoteness of the crime from the date of application.
      d. Disposition of the crime by the courts in the matter of sentencing.
      e. Whether or not the applicant was represented by counsel at the time of conviction.
      f. Consideration of any mitigating circumstances presented to the Board in writing by the applicant.
      g. Record of applicant subsequent to the crime.
      h. Age of applicant at time of committing the crime.

Y. Application Rejection
Any person denied a certificate under either the automatic or discretionary portion of the legal and general Board requirements for certificates may apply to the Board for reconsideration of the application and may present any facts which the applicant feels are pertinent to the Board's decision, either in writing or by appearance before the Board.

Z. The Director of Certification shall be responsible for:
   1. Issuance of the appropriate certificates based on the applicant's meeting the Board requirements.
   2. Collection of proper fee(s) for certification services, and the transmittal of said funds to the State Treasurer.
   3. Implementation of all certification rules and regulations.

R7-2-602 TEACHER INTERN POLICY

The State Board may issue a temporary certificate which is valid for two years, is nonrenewable, and is designed to provide for the professional improvement needs of the young developing professionals. During this two-year intern

program, the teacher will have available the expertise of the district and the teacher training institution. Successful completion of four semesters of an intern program will culminate in a district and university recommendation of a basic certificate. The instructional programs may include:

A. Conference after observations;

B. Informal discussions with local and university experts;

C. Evening and summer seminars;

D. Content coursework;

E. Reading assignments;

F. Independent projects providing individual instruction to concentrate on individual needs;

G. Other instructional programs.

H. Each teacher education institution is requested to submit to the State Board of Education a two-year intern program for consideration and eventual approval by the Board.

R7-2-603 TEACHER CERTIFICATE REQUIREMENTS

A. A course of examination covering the Arizona and U.S. Constitutions is required prior to or during the initial year of certification for all Arizona certifications, except for substitute, adult education, adult vocational and professional nonteaching certificates.

B. A course in reading decoding skills and a course in reading practicum, including decoding skills are required prior to or during the initial year of certification for all elementary, secondary and special education certifications, except Speech and Language Therapy.

C. Certificates may be issued on a one-year basis to those who have deficiencies in Arizona and U.S. Constitutions, reading decoding skills or reading practicum including decoding skills, but meet all other Board requirements.

D. Elementary Certificates
   1. Basic Elementary Certificates - Grades K-8, valid six years, renewable. Requirements are:
      a. Bachelor's degree from a nationally or regionally accredited institution.
      b. Forty-five semester hours in general education to include:
         i. One course in each of the following: U.S. history, science, mathematics, general psychology, social or behavioral sciences, Arizona and U.S. Constitutions.
         ii. Two courses in English and two courses in humanities or arts.
      c. One thirty semester hour subject field major or one eighteen semester hour subject field with an additional twelve semester hour subject field.

d. Twenty-four semester hours of professional preparation to include:
   i. Psychological and philosophical foundations.
   ii. Curriculum and methods of teaching subjects to include one course in each of the following: reading, reading decoding skills, reading practicum including decoding skills, language arts, science, arithmetic.
   iii. Student teaching within grades K-8.
   iv. Two years of classroom teaching within grades K-8 may be accepted in lieu of the student teaching.

2. Standard Elementary Certificate - Grades K-8, valid six years, renewable. Requirements are:
   a. Qualify for a Basic Elementary Certificate.
   b. Master's degree or thirty semester hours beyond bachelor's degree from a nationally or regionally accredited institution.

E. Secondary Certificates

1. Basic Secondary Certificate - Grades 7-12, valid six years, renewable. Requirements are:
   a. Bachelor's degree from a nationally or regionally accredited institution.
   b. Forty-five semester hours in general education to include:
      i. One course in each of the following: U.S. history, science, mathematics, general psychology, social or behavioral sciences, Arizona and U.S. Constitutions.
      ii. Two courses in English and two courses in humanities or arts.
   c. One thirty semester hour academic subject field major taught in public high schools in Arizona.
   d. Twenty-two semester hours of professional preparation to include:
      i. Psychological and philosophical foundations.
      ii. Curriculum and methods of teaching academic subject field(s) to include one course in each of the following: reading decoding skills and reading practicum including decoding skills.
      iii. Student teaching within grades 7-12.
      iv. Two years of classroom teaching within grades 7-12 may be accepted in lieu of the student teaching.
      v. The remaining program shall be developed to give a well-rounded preparation for the teacher, providing latitude for the student's basic interests and needs.

2. Standard Secondary Certificate - Grades 7-12, valid six years, renewable. Requirements are:
   a. Qualify for a Basic Secondary Certificate.
   b. Master's degree or thirty semester hours beyond bachelor's degree from a nationally or regionally accredited institution.

F. Special Education Certificates

1. Basic Special Education Certificate - Grades K-12, valid six years, renewable. May be issued in the area(s) of mentally handicapped, emotionally handicapped, learning disabilities and physically handicapped. Requirements are:
   a. A bachelor's degree from a nationally or regionally accredited institution.
   b. Undergraduate general education requirements are the same for each area of special education as for the Basic Elementary Certificate.
   c. Eighteen semester hours of professional preparation in special education department coursework to include one course in each of the following: survey of/or orientation exceptional children, a basic

course in the area of exceptionality, diagnosis or remediation of learning problems, methods of teaching in the specific area of exceptionality or equivalent block courses, elective in special education coursework, and student teaching in the specific area of exceptionality within grades K-12.

d. One school year of teaching in the specific area of exceptionality may be accepted in lieu of the student teaching.

e. Curriculum and methods of teaching subjects to include one course in each of the following: reading, reading decoding skills, reading practicum including decoding skills, language arts, science, arithmetic.

2. Standard Special Eduation Certificate - Grades K-12, valid six years, renewable. May be issued in the area(s) of mentally handicapped, emotionally handicapped, learning disabilities, and physically handicapped. Requirements are:
   a. Qualify for a Basic Special Education Certificate.
   b. Master's degree or thirty semester hours beyond a bachelor's degree from a nationally or regionally accredited institution.
3. Provisional Special Education Certificate - Grades K-12, valid one year, nonrenewable. May be issued in the area(s) of mentally handicapped, emotionally handicapped, learning disabilities and physically handicapped. Requirements are:
   a. A bachelor's degree from a nationally or regionally accredited institution.
   b. Undergraduate general education requirements are the same for provisional special education certificates in mentally handicapped, emotionally disturbed, learning disabilities and physically handicapped as for the Basic Elementary Certificate.
   c. Twelve semester hours of Special Education department coursework to include one course in each of the following: survey of exceptional children, basic course in area of exceptionality, methods of teaching in area of exceptionality, elective in Special Education department coursework.
4. Basic Hearing Handicapped Certificate - Grades K-12, valid six years, renewable.
   Requirements are:
   a. A bachelor's degree from a nationally or regionally accredited institution.
   b. Undergraduate curriculum and methods subject requirements are the same as for the Basic Elementary Certificate.
   c. Major in hearing handicapped to include one course in each of the following: introduction to hearing handicapped, audiology, aural rehabilitation, methods of teaching language and speech to hearing handicapped, student teaching within grades K-12 in hearing handicapped.
   d. Two school years of classroom teaching in hearing handicapped within grades K-12 may be accepted in lieu of the student teaching.
5. Standard Hearing Handicapped - Grades K-12, valid six years, renewable.
   Requirements are:
   a. Qualify for a Basic Hearing Handicapped Certificate.
   b. Master's degree of thirty semester hours beyond a bachelor's degree from a nationally or regionally accredited institution.
6. Basic Visually Handicapped Certificate - Grades K-12, valid six years, renewable.
   Requirements are:
   a. Bachelor's degree from a nationally or regionally accredited institution.

b. Undergraduate curriculum and methods subjects requirements are the same as the Basic Elementary Certificate.
c. Major in visually handicapped or thirty semester hours in education, plus twenty-five semester hours in visually handicapped, to include one course in each of the following: introduction to visually handicapped, physiology of the eye, methods of teaching visually handicapped, braille skills and procedures, mobility skills, student teaching within grades K-12 in visually handicapped.
d. Two school years of classroom teaching in visually handicapped within grades K-12 may be accepted in lieu of the student teaching.

7. Standard Visually Handicapped Certificate - Grades K-12, valid six years, renewable.
Requirements are:
a. Qualify for a Basic Visually Handicapped Certificate.
b. Master's degree or thirty semester hours beyond a bachelor's degree from a nationally or regionally accredited institution.

8. Basic Speech and Language Therapy Certificate - Grades K-12, valid six years, renewable.
Requirements are:
a. Bachelor's degree from a nationally or regionally accredited institution.
b. Thirty semester hour major in speech and language.
c. Curriculum and methods of teaching subjects to include the following:
i. One course in audiology.
ii. Two courses in introduction to speech and language.
iii. Four courses in speech correction and pathology, excluding clinical practice.
iv. Two-hundred clock hours of supervised clinical practice in speech and language disorders.

9. Standard Speech and Language Therapy Certificate - Grades K-12, valid six years, renewable.
Requirements are:
a. Qualify for a Basic Speech and Language Therapy Certificate plus have an additional seventy-five clock hours of supervised clinical practice in speech and language disorders.
b. Master's degree or thirty semester hours beyond a bachelor's degree from a nationally or regionally accredited institution.

G. Administrative Certificates

1. Supervisor Certificate - renewable with concurrently held teaching certificate at the appropriate level. Also required of consultants. Issued as Elementary Supervisor, Secondary Supervisor, or Special Education Supervisor, K-12.
Requirements are:
a. Arizona elementary, secondary or special education teaching certificate, as appropriate.
b. Master's degree or more advanced degree.
c. Three years of classroom teaching at the appropriate level.
d. A minimum of forty-five graduate semester hours. This shall include the completion of an approved program in educational administration or supervision from an accredited institution or fifteen graduate semester hours in educational administrative or supervisory coursework of which twelve of these hours shall be from or approved by the same institution. In both of the above-mentioned cases, an internship experience shall be included unless three years of educational administrative or supervisory experience has been attained.

2. Principal Certificate - renewable with concurrently held teaching certificate.

Also required of all assistant and associate principals. Issued as Elementary Principal or Secondary Principal.
Requirements are:

a. Arizona elementary or secondary teaching certificate, as appropriate.
b. Master's degree or more advanced degree.
c. Three years of classroom teaching at the appropriate level.
d. A minimum of fifty-four graduate semester hours. This shall include the completion of an approved administrator's preparation program for the principalship in an accredited institution or twenty-seven graduate semester hours in educational administrative coursework of which twenty-one of these hours shall be from or approved by the same institution. In both of the above-mentioned cases, an internship experience shall be included unless three years of educational administrative experience has been attained.

3. Superintendent Certificate - renewable with concurrently held teaching certificate. Also required of all assistant and associate superintendents. Issued as Superintendent, K-12.
Requirements are:
   a. Arizona elementary or secondary teaching certificate.
   b. Master's degree or more advanced degree.
   c. Four years of educational experience to include three years of classroom teaching within grades K-12.
   d. A minimum of sixty graduate semester hours. This shall include the completion of an approved administrator's preparation program in an accredited institution or thirty-three graduate semester hours in educational administrative coursework of which twenty-four of these hours shall be from or approved by the same institution. In both of the above-mentioned cases, an internship experience shall be included unless five years of educational administrative experience has been attained.
4. Provisional Administrative Certificate - valid two years, nonrenewable. Entitles holder to be a principal at the appropriate level or a superintendent K-12. Certificate is issued as Provisional Elementary Principal, Provisional Secondary Principal, or Provisional Superintendent.
Requirements are:
   a. Arizona elementary or secondary teaching certificate, as appropriate.
   b. Master's degree or more advanced degree.
   c. Three years of classroom teaching at the appropriate level.
   d. A minimum of forty-eight graduate semester hours. This shall include eighteen graduate semester hours in educational administrative coursework, of which twelve of these hours shall be from or approved by the same institution. In both of the above-mentioned cases, an internship experience shall be included unless three years of educational administrative experience has been attained.

H. Certified Professional Nonteaching Personnel - Grades K-12, valid six years, renewable.
1. School Psychometrist Certificate.
Requirements are:
   a. Master's degree or higher degree from a nationally or regionally accredited institution.
   b. Thirty graduate semester hours.
   c. Nine semester hours graduate or upper division undergraduate psychological principles and foundations from three of the following areas: human growth and development, theories of personality, educational psychology, abnormal or social psychology, experimental or

physiological psychology, behavioral learning theory, and other courses in psychological principles and foundations.

d. Six semester hours graduate level individual assessment.
e. Nine semester hours additional graduate level methods and techniques from two of the following areas: group assessment techniques, counseling or psychotherapeutic techniques, diagnostic techniques, child management techniques, special education or remedial instruction.
f. Elementary, secondary or special education certificate or six semester hours in foundations of education.
g. One semester experience or practicum in a psychoeducational setting at a public or private school, hospital or mental health facility.

2. Assistant School Psychologist Certificate.
Requirements are:
a. Master's degree or higher degree from a nationally or regionally accredited institution.
b. Fifty graduate semester hours.
c. Twelve semester hours graduate or upper division undergraduate psychological principles and foundations from three of the following areas: human growth and development, theories of personality, educational psychology, abnormal or social psychology, experimental or physiological psychology, behavioral learning theory and other courses in psychological principles and foundations.
d. Nine semester hours graduate level individual assessment coursework.
e. Twelve semester hours additional graduate level methods and techniques from two of the following areas: Group assessment techniques, counseling or psychotherapeutic techniques, diagnostic techniques, child management techniques, and special education or remedial instruction.
f. Elementary, secondary or special education certificate or twelve semester hours in foundations of education.
g. One school year experience or supervised internship in a school psychology position in a psychoeducational setting at a public or private school, hospital or mental health facility.

3. School Psychologist Certificate.
Requirements are:
a. Master's degree or higher degree from a nationally or regionally accredited institution.
b. Seventy graduate semester hours.
c. Eighteen semester hours graduate or upper division undergraduate psychological principles and foundations from three of the following areas: human growth and development, theories of personality, educational psychology, abnormal or social psychology, experimental or physiological psychology, behavioral learning theory, and other courses in psychological principles and foundations.
d. Nine semester hours graduate level individual assessment coursework.
e. Eighteen semester hours additional graduate level methods and techniques from two of the following areas: group assessment techniques, counseling or psychotherapeutic techniques, diagnostic techniques, child management techniques, and special education or remedial instruction.
f. Elementary, secondary or special education certificate or eighteen semester hours in foundations of education.
g. One school year experience or supervised internship in a school psychology position in a psychoeducational setting at a public or private school, hospital or mental health facility.

I. Noncertified Professional Nonteaching Personnel

School districts shall use the following guidelines in employing school social workers and nurses.

1. School Social Worker; guidelines only, no certification. Guidelines are Master of Social Work or equivalent professional social work degree from an accredited graduate school of social work; and one year of field instruction in a school system, one year of employment as a school social worker, or six semester hours of organization, operation or philosophy of public schools.
2. Assistant School Social Worker; guidelines only, no certification. Must be supervised by a school social worker employed by the same school district. Guideline is Master of Social Work or equivalent professional social work degree from an accredited school of social work.
3. School Nurse; guidelines only, no certification. Guideline is one of the following: valid Arizona Registered Nurse's License, six semester hours of appropriate coursework and two years of experience in clinical nursing as a registered nurse, or a bachelor's degree in nursing from a nationally or regionally accredited institution and two years of experience in clinical nursing as a registered nurse.

J. Endorsements - Endorsements are riders on certificates and are automatically renewed with concurrently held certificate without fee.

1. School Librarian Endorsement, Grades K-12.
   Requirements are:
   a. Arizona elementary, secondary or special education certificate.
   b. Eighteen semester hours in library science to include: cataloging and classification, reference, principles and policies of selection of book and nonprint materials, administration of school libraries, and literature for children or adolescents.
2. Guidance Counselor Endorsement, Grades K-12.
   Requirements are:
   a. Arizona teaching certificate.
   b. Three years of classroom teaching or two years of clinical or work experience.
   c. Master's degree.
   d. Completion of an approved program for school guidance and counseling personnel or twenty-four semester hours in guidance and counseling department coursework.
3. Reading Specialist Endorsement, Grades K-12.
   The Reading Endorsement is required for all personnel serving in the positions of Reading Specialist, Reading Consultant, Remedial Reading Teacher, Special Reading Teacher, or similar titles.
   Requirements are:
   a. Arizona elementary, secondary or special education certificate.
   b. Master's degree or thirty semester hours beyond the bachelor's degree.
   c. Fifteen semester hours in reading to include decoding in reading, idagnosis and remediation of reading difficulties, and practicum or internship in reading.
4. Driver Education Endorsement.
   Requirements are:
   a. Arizona teaching certificate.
   b. Arizona driver's license.
   c. Coursework in safety education, driver and highway safety education, and driver education laboratory experience.
   d. A driving record with no more than six violation points and no revocation or suspension of driver's license within two years prior to application.

e. If endorsement is denied on basis of an unacceptable driving record, the applicant must, in order to be considered for certification, maintain a driving record free of convictions from moving violations or chargeable accident for two years after the last conviction.

5. Art, Music, Physical Education or Industrial Arts - Grades K-12.
   Requirements are:
   a. Arizona elementary or secondary certificate.
   b. Elementary and secondary methods of teaching special subject area.
   c. Forty semester hours in special subject area.
6. Bilingual Education Teacher Area - renewable and valid for grade level of certificate(s).
   Requirements are:
   a. Elementary or secondary certificate.
   b. Completion of an approved program in bilingual education at a nationally or regionally accredited institution; or
   c. A minimum of fifteen semester hours to include:
      i. Culture: fundamental aspects of ethnic group cultures; survey of commonalities and differences of the major aspects of cultures, including history, language, fine arts, and social sciences.
      ii. Methodology: the classroom methodology taught shall be related to the teaching major; a related multicultural field experience.
   d. Language:
      i. Proficiency in the second language must be verified by the language department of a regionally or nationally accredited institution.
      ii. Proficiency in English as a second language must be verified by the language department of a regionally or nationally accredited institution.
7. Exploratory Health Occupations.
   a. Valid elementary or secondary teaching certificate.
   b. Twenty-four semester hours with appropriate distribution of courses in biological and behavioral sciences.

K. Substitute Certificate - Grades K-12, limited to ninety days of substitute teaching each school year, valid for life.
   1. Entitles holder to substitute in the absence of a regular contract teacher and may be extended by the county school superintendent beyond the ninety-day limit at request of local school district.
   2. Requires a bachelor's degree or teacher education program, to include student teaching or two years of classroom teaching within grades K-12.
   3. The annual recording of the certificate at the office of the county school superintendent revalidates the substitute certificate for payroll purposes in that county. All substitute certificates issued under previous rules and regulations shall hereafter be renewed within the requirements of present rules and regulations.
   4. A substitute teacher may not be used to fill a vacancy in a contract teaching position.

L. Emergency Teaching Certificate - valid one school year or part thereof.
   1. Entitles holder to enter into a teaching contract.
   2. Limited to elementary, secondary, special education, and special subject and nonteaching endorsements.
   3. Application shall be filed no earlier than 30 days prior to opening of school.

Requirements are:

a. Verification of emergency by the school district superintendent, concurrence by the county school superintendent and approval by the Director of Certification.
b. Bachelor's degree or teacher education program, including student teaching or two years of classroom teaching within grades K-12.

4. Reissuance requirements are:
   a. Verification of emergency by the school district superintendent, concurrence by the county school superintendent and approval by the Director of Certification.
   b. Six semester hours toward the certification for which application has been made.
   c. One course or examination in Arizona and United States Constitutions.

M. Emergency Substitute Certificate - valid one school year or part thereof and limited to ninety days of substitute teaching in elementary, secondary or special education.
   1. Entitles holder to substitute in the specified school district and may not be extended beyond ninety-day limit.
   2. Requires verification of emergency by the school district superintendent, concurrence by the county school superintendent and approval by the Director of Certification.
   3. An emergency substitute teacher may not be used to fill a vacancy in a contract teaching position.

N. Teaching Intern Certificate
Applicants who are in progress beyond the junior or third year (90 semester hours) in an approved teacher preparation program in an Arizona institution may, upon recommendation of the dean of education, receive an intern certificate. The following conditions are applicable:
   1. This certificate is limited to a one-year period and is not renewable.
   2. The intern program must be well-defined and must be an experimental program to test ideas in teacher education.
   3. The intern certificate will entitle the holder to carry intern or paraprofessional duties in whatever grades or levels assigned.
   4. The student must be engaged in clinical experiences under the direct supervision of qualified college and school organization personnel.

O. Adult Education Certificate - valid one year, reissuable.
May be issued in the areas of adult basic education, general education development, English as a second lnaguage and citizenship. An Adult Education Certificate to teach in any public school may be issued to individuals in the following categories for a period of one year.
   1. A teacher in any college belonging to an approved accrediting association.
   2. Holder of any Arizona teacher's certificate.
   3. An individual who is outstanding in his field. He must be a college graduate or have at least five years' successful experience in the field to be taught, supported by a letter of recommendation from another reputable worker in the same field and a letter of recommendation from the administrator for whom he intends to work to the effect that the individual is the best qualified teacher then available in that field. This certificate in and of itself does not entitle the holder to teach in a common school or high school for which regular state certification is required.

P. Vocational Education Certificates

All vocational certificates, except Adult Vocational Certificates, may be issued on a one-year basis for those who have deficiencies in Arizona and United States Constitutions. These deficiencies may also be satisfied by examination.

1. Provisional Vocational Certificate in the area of Vocational Agricultural Education - Grades K-12, valid one year, renewable.
   a. Option A requirement is six thousand clock hours of occupational experience in area to be taught.
   b. Option B requirements are:
      i. Bachelor's degree from a nationally or regionally accredited institution, eighteen semester hours in the area to be taught.
      ii. Two thousand clock hours' occupational experience in the area to be taught.
2. Basic Vocational Certificate in the area of Vocational Agricultural Education - Grades K-12, valid six years, renewable.
   a. Bachelor's degree from a nationally or regionally accredited institution.
   b. Requirements are:
      i. Fifty semester hours in agriculture with five semester hours in each of the following: Animal science, plant science including soils, agriculture engineering, economics or agricultural economics, or agricultural resources.
      ii. Eighteen semester hours of professional preparation with course-work in each of the following areas: methods of teaching vocational agriculture, curriculum and materials of instruction, student teaching in vocational agriculture within grades K-12.
      iii. Two years of classroom teaching in vocational agriculture within grades K-12 may be accepted in lieu of the student teaching.
      iv. Two thousand clock hours in agricultural occupations.
3. Standard Vocational Certificate in the area of Vocational Agricultural Education - Grades K-12, valid six years, renewable.
   Requirements are:
   a. Qualify for a Basic Vocational Certificate in the area of Vocational Agricultural Education.
   b. Master's degree or thirty semester hours beyond a bachelor's degree from a nationally or regionally accredited institution.
4. Provisional Vocational Certificate in the area of Vocational Distributive Education - Grades K-12, valid one year, renewable.
   a. Option A requirement is: Six thousand clock hours of occupational experience in the area to be taught.
   b. Option B requirements are:
      i. Bachelor's degree from a nationally or regionally accredited institution.
      ii. Six semester hours in each of the following: marketing, management, and finance.
      iii. Two thousand clock hours' occupational experience in the area to be taught or directed observation course in distributive occupations.
5. Basic Vocational Certificate in the area of Vocational Distributive Education - Grades K-12, valid six years, renewable.
   Requirements are:
   a. Qualify for Option B for Provisional Vocational Certificate in the area of Vocational Distributive Education.

b. Twelve semester hours of professional vocational preparation coursework distributed in each of the following: method of teaching distributive education, individualized instruction, curriculum and materials of instruction for distributive education.
c. Two thousand clock hours in distributive occupations.

6. Standard Vocational Certificate in the area of Vocational Distributive Education - Grades K-12, valid six years, renewable.
Requirements are:
a. Qualify for a Basic Vocational Certificate in the area of Vocational Distributive Education.
b. Master's degree or thirty semester hours beyond bachelor's degree from a nationally or regionally accredited institution.

7. Provisional Vocational Certificate in the area of Vocational Health Occupations Education - Grades K-12, valid one year, renewable.
Requirements are:
a. Applicable professional licensure in the health occupations area taught in the Arizona public schools.
b. Six thousand clock hours of work experience within the last six years in a hospital, medical or surgical area of an acute health care facility other than a school setting.

8. Basic Vocational Certificate in the area of Vocational Health Occupations Education - Grades K-12, valid six years, renewable.
Requirements are:
a. Applicable professional licensure in the health occupations area taught in the Arizona public schools.
b. Thirty semester hours in professional and technical areas in or directly related to health occupations area taught.
c. Fifteen semester hours in the social and physical sciences.
d. Two thousand clock hours of work experience within the last six years in a hospital, medical or surgical area of an acute health care facility other than a school setting.

9. Standard Vocational Certificate in the area of Vocational Health Occupations Education - Grades K-12, valid six years, renewable.
Requirements are:
a. Bachelor's degree from a nationally or regionally accredited institution.
b. Forty semester hours in professional and technical areas in or directly related to health occupations area taught.
c. Twenty-five semester hours in social and physical sciences.
d. A minimum of twelve semester hours in education to include each of the following: Methods of teaching, curriculum development, and evaluation.
e. Two thousand clock hours of occupational experience within the last six years in a hospital, medical or surgical area of an acute health care facility other than a school setting.

10. Provisional Vocational Certificate in the area of Vocational Home Economics Education, Comprehensive - Grades K-12, valid one year, renewable.
Requirements are:
a. Bachelor's degree from a nationally or regionally accredited institution.
b. Twenty-seven semester hours in home economics with one course in each of the following: child development, family relations, clothing and textiles, home management, food and nutrition, and in housing, home furnishings and household equipment.

11. Basic Vocational Certificate in the area of Vocational Home Economics Education, Comprehensive - Grades K-12, valid six years, renewable.
Requirements are:

a. Bachelor's degree from a nationally or regionally accredited institution.
b. Thirty-six semester hours in home economics with one course in each of the following: child development, directed experience with young children, family relations, family economics, home management, directed laboratory experience in home management and two courses in the following: clothing and textiles, food and nutrition, and in housing, home furnishings and household equipment.
c. Eighteen semester hours in professional preparation coursework to include each of the following:
   i. Methods of teaching home economics education.
   ii. Student teaching in vocational home economics within Grades K-12.
d. Two years of classroom teaching in vocational home economics within Grades K-12 may be accepted in lieu of the student teaching.

12. Standard Vocational Certificate in the area of Vocational Home Economics Education, Comprehensive - Grades K-12, valid six years, renewable.
Requirements are:
a. Qualify for a Basic Vocational Certificate in the area of Vocational Home Economics, Comprehensive.
b. Master's degree or thirty semester hours beyond bachelor's degree from a nationally or regionally accredited institution.

13. Provisional Vocational Certificate in the area of Vocational Home Economics Education, Specialized - Grades K-12, valid six years, renewable.
Requirement is a bachelor's degree from a nationally or regionally accredited institution.

14. Basic Vocational Certificate in the area of Vocational Home Economics Education, Specialized - Grades K-12, valid six years, renewable.
Certificates issued in any specialized area may be used for teaching within that area only.
Requirements are:
a. Bachelor's degree from a nationally or regionally accredited institution.
b. Thirty-six semester hours in home economics with eighteen semester hours in any one of the following five areas,and the other eighteen semester hours selected from the other four areas: human development and the family, textiles and clothing, food and nutrition, consumer education and management, and environmental housing and life styles.
c. Eighteen semester hours in professional courses to include content in each of the following areas:
   i. Methods of teaching home economics education, comprehensive.
   ii. Student teaching in home economics, Grades 7-14.
d. Two years satisfactory teaching experience in home economics, Grades 7-14 may be accepted in lieu of the student teaching.

15. Standard Vocational Certificate in the area of Vocational Home Economics Education, Specialized - Grades K-12, valid six years, renewable.
Requirements are:
a. Qualify for a Basic Vocational Certificate in the area of Vocational Home Economics, Specialized.
b. Master's degree or thirty semester hours beyond bachelor's degree from a nationally or regionally accredited institution.

16. Provisional Vocational Certificate in the area of Vocational Home Economics Education, Related Occupations - Grades K-12, valid six years, renewable.
a. Option A requirement is six thousand clock hours of occupational experience in home economics related occupations.
b. Option B requirements are bachelor's degree from a nationally or regionally accredited institution, eighteen semester hours in home economics area to be taught and two thousand clock hours of occupational experience in area to be taught.

17. Basic Vocational Certificate in the area of Vocational Home Economics Education, Related Occupations - Grades K-12, valid six years, renewable. Requirements are:
    a. Bachelor's degree from a nationally or regionally accredited institution.
    b. Thirty semester hours in home economics.
    c. Eighteen semester hours in professional vocational preparation coursework to include each of the following:
        i. Methods of teaching occupational vocational home economics.
        ii. Student teaching in vocational home economics occupations within Grades K-12.
        iii. Two years of classroom teaching in vocational home economics occupations within Grades K-12 may be accepted in lieu of student teaching.
        iv. Two thousand clock hours of occupational experience in home economics related occupations to be taught or five semester hours of internship in vocational home economics related occupations.
18. Standard Vocational Certificate in the area of Vocational Home Economics Education, Related Occupations - Grades K-12, valid six years, renewable. Requirements are:
    a. Qualify for a Basic Vocational Certificate in the area of Vocational Home Economics Related Occupations.
    b. Master's degree or thirty semester hours beyond bachelor's degree from a nationally or regionally accredited institution.
19. Provisional Vocational Certificate in the area of Vocational Office Education - Grades K-12, valid one year, renewable. Requirements are:
    a. Bachelor's degree from a nationally or regionally accredited institution.
    b. Thirty semester hours in business and office coursework.
    c. Eighteen semester hours in business education with coursework in office administration, office management, and office competencies.
    d. Three semester hours in professional vocational preparation coursework.
    e. Two thousand clock hours experience in office occupations or directed observation course in office occupations.
20. Basic Vocational Certificate in the area of Vocational Office Education - Grades K-12, valid six years, renewable. Requirements are:
    a. Bachelor's degree from a nationally or regionally accredited institution, with a thirty semester hour major in business and office occupations.
    b. A minimum of eighteen semester hours of technical preparation distributed in the areas of office administration, office management, and office competencies.
    c. Twelve semester hours professional vocational preparation coursework.
    d. Two thousand clock hours experience in office occupations or directed observation course in office occupations.
21. Standard Vocational Certificate in the area of Vocational Office Education - Grades K-12, valid six years, renewable. Requirements are:
    a. Qualify for a Basic Vocational Certificate in the area of Vocational Office Education.
    b. Master's degree or thirty semester hours beyond bachelor's degree from a nationally or regionally accredited institution.
22. Provisional Vocational Certificate in the area of Vocational Trade and Technical Education - Grades K-12, valid one year, renewable.
    a. Option A requirement is six thousand clock hours occupational experience in the area to be taught.

b. Option B requirements are:
   i. Two thousand clock hours of occupational experience in the specific trade to be taught.
   ii. A bachelor's degree with a major of thirty semester hours in industrial education.

23. Basic Vocational Certificate in the area of Vocational Trade and Technical Education - Grades K-12, valid six years, renewable.
Requirements are:
   a. Qualify for a Provisional Vocational Certificate in the area of Trade and Technical Education.
   b. Fifteen semester hours of trade and technical professional preparation courses.

24. Standard Vocational Certificate in the area of Vocational Trade and Technical Education - Grades K-12, valid six years, renewable.
Requirements are:
   a. Qualify for a Basic Vocational Certificate in the area of Trade and Technical Education.
   b. Thirty semester hours in coursework leading to bachelor's degree in industrial education.

25. Emergency Vocational Certificate in the area of Vocational Special Needs Education - Grades K-12, valid one school year or part thereof.
Requirements are:
   a. Recommendation of the applicant by a local education agency.
   b. Evidence of the existence of an approved program of special needs education in which the applicant will be teaching.
   c. This certificate may be reissued for an additional one year period upon the request and verification of a special needs program by an education agency.

26. Adult Vocational Certificate - valid two years, renewable six years upon completion of six clock hours of in-service training.
May be issued in the areas of agriculture, distributive education, health occupations or registration, home economics - comprehensive, home economics - related occupations, office education and trade and technical education. Requirements are recommendation by a local education agency, experience in the area to be taught verified by a local educational agency, and evidence of licensure in the area to be taught. Applies to vocational health occupations only.

Q. Cooperative Education Endorsement K-12 entitles a vocational teacher to coordinate vocational programs. The Provisional, Basic, or Standard Vocational Certificate in the areas of Agricultural Education, Distributive Education, Health Occupations Education, Home Economics Education-Related Occupations, Office Education, and Trade and Technical Education, may be endorsed with a Cooperative Education Endorsement upon verification of completion of one course in vocational cooperative education.